



# LICENSE SURRENDER TUTORIAL



Virginia Alcoholic Beverage  
Control Authority

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*NOTE: Screen shots can be accessed by clicking the links in the instructions. Additional steps not listed below are required for certain banquet applications.*

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## INSTRUCTIONS

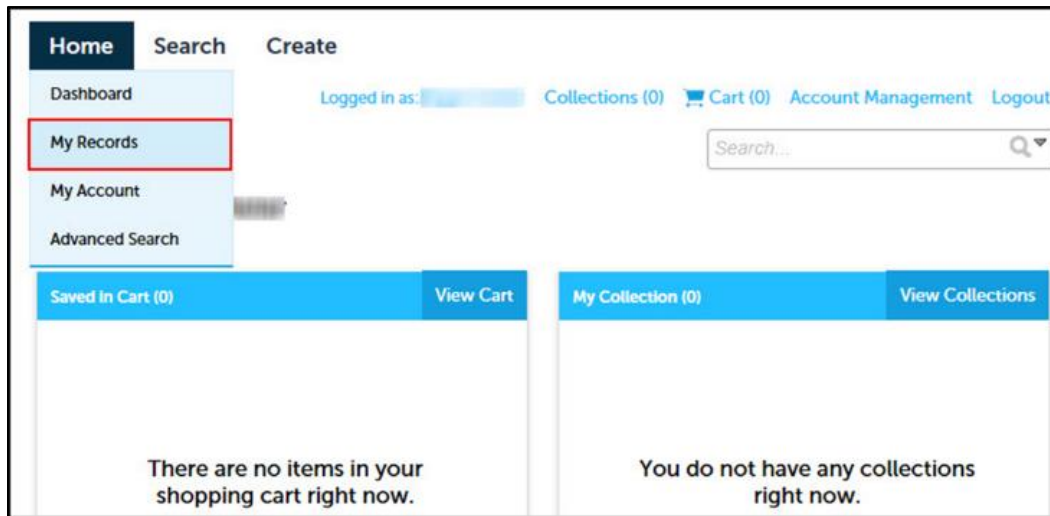
For optimal performance when using the VAL system, we recommend Google Chrome or Microsoft Edge. Please know that VAL is not compatible with Safari or mobile devices.

1. Log in to Account Central, then the Licensing system will be displayed.
2. Click [Home>My Records](#) in the top left navigation. A list of all records displays.
3. Find the license to be surrendered. Click to [open the record](#).
4. Click [Create Amendment](#) button at bottom of page.
5. Select [License or Privilege Surrender Amendment](#). Click **Continue Application**.
6. Complete required fields on [License/Privilege Surrender](#) page. Click **Continue Application**.
7. Review address and contact information. Click **Continue Application**.
8. Review request and check [confirmation box](#). Click **Continue Application**.
9. Request is submitted, and record number is displayed.

## END OF WRITTEN INSTRUCTIONS

## SCREEN HELP

### My Records



[Back to Instructions](#)

### Open a Record

Showing 21-30 of 81 | [Download results](#) | [Add to collection](#) | [Add to cart](#) | [Copy Record](#)

<input type="checkbox"/>	Action	Date	Record Number	Status	Record Type	Expiration Date	Effective Status
<input type="checkbox"/>	<a href="#">Amendment</a>	03/13/2020	<a href="#">000020068</a>	Active	Still Permit	02/28/2021	Active
<input type="checkbox"/>	<a href="#">Amendment</a>	03/12/2020	<a href="#">000020043</a>	Active	Continuance of Operation (COOP) Permit	08/09/2020	Active
<input type="checkbox"/>	<a href="#">Amendment</a>	03/12/2020	<a href="#">000020037</a>	Active	Retail Hotel License	02/28/2021	Active
<input type="checkbox"/>	<a href="#">Amendment</a>	03/06/2020	<a href="#">000019882</a>	Active	Grain Alcohol Permit	05/05/2021	Active
<input type="checkbox"/>	<a href="#">Amendment</a>	03/05/2020	<a href="#">000019834</a>	Active	Retail Restaurant or Caterer License	02/28/2021	Active
<input type="checkbox"/>	<a href="#">Amendment</a>	03/05/2020	<a href="#">000019839</a>	Active	Trustee Permit	07/03/2020	Active
<input type="checkbox"/>	<a href="#">Amendment</a>	03/03/2020	<a href="#">000019763</a>	Active	Retail Private Club License	02/28/2021	Active
<input type="checkbox"/>	<a href="#">Amendment</a>	01/27/2020	<a href="#">000018698</a>	Active	Industry Wholesaler License	12/31/2020	Active
<input type="checkbox"/>	<a href="#">Amendment</a>	01/13/2020	<a href="#">000018004</a>	Active	Retail Carrier License	12/31/2020	Active
<input type="checkbox"/>	<a href="#">Amendment</a>	03/11/2020	<a href="#">000020020</a>	Active MBAR	Retail Restaurant or Caterer License	02/28/2021	Active

< Prev 1 2 3 4 5 6 7 8 9 Next >

[Back to Instructions](#)

## Create Amendment

**Record 000019763:**  
Retail Private Club License  
Record Status: Active  
Expiration Date: 02/28/2021

[Add to cart](#)  
[Add to collection](#)

Record Info ▼

Payments ▼

Custom Component

**Location**

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700 Bruce ST  
Youth Club  
South Boston VA 24592-3801  
United States

**Record Details**

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**Licensed Professional:**  
YOUTH CLUB  
700 Bruce ST  
South Boston, VA, 245923801  
Private Club 000019763

**Project Description:**  
Youth Club

► More Details

Create Amendment

[Back to Instructions](#)

## License or Privilege Surrender Amendment

If you require more information regarding Virginia ABC, Please [Click Here](#)

Search...

**Select an Amendment Type**  
Choose one of the following available amendment types. For assistance or to apply for an amendment type not listed below please contact us.

Search

☐ Change of Business Entity or Ownership Amendment

☐ License Event Notification Amendment

☒ License or Privilege Surrender Amendment

☐ Lift of Surrender Amendment

☐ OLP Application

☐ Retail License ABC Store Change Amendment

☐ Retail Private Club - Privilege / Classification Change

☐ Training Log

Continue Application ►

[Back to Instructions](#)

## License/Privilege Surrender

**Step 1: License/Privilege Surrender > Amendment Request**\* Indicates a required field.

**Surrender Information**

**SURRENDER INFORMATION**

Do you wish to surrender the entire license or just a privilege?: \*

--Select--

\* Surrender type:

--Select--

Reason for surrender:

Surrender Effective date:

Planned reactivation date:

**Privilege to Surrender**

**ALCOHOL INFO**

Beer:

☒

[Back to Instructions](#)

## Confirmation

**Address for Informational Purposes**Edit

700 Bruce ST  
Youth Club  
South Boston VA 24592-3801  
United States

I certify that I am the applicant and that all information provided on this application is true and correct. I understand that falsification and/or misrepresentation of information may result in refusal of a license and/or criminal charges, which may include the Class 5 felony of perjury. By checking the checkbox below, I also acknowledge that I am responsible to pay all fees associated with this application and give Virginia ABC authorization to charge me according to the terms outlined above.

☐ By checking this box, I agree to the above certification.

Date:

Continue Application »

Save and resume later

[Back to Instructions](#)